

# Customizable Unpaid Leave Application Sample Excel

This **customizable unpaid leave application sample Excel** provides an easy-to-use template for tracking and requesting unpaid leave. It allows employees to fill in their details and leave dates efficiently. The format streamlines the approval process, ensuring clear communication between staff and management.

## Sample Template Preview

Employee Name	Employee ID	Department	Leave Start Date	Leave End Date	Number of Days	Reason for Leave	Employee Signature	Manager Approval
Jane Doe	EMP0123	IT	2024-07-01	2024-07-05	5	Personal Matters		

## How to Use

1. Download and open the Excel template.
2. Enter employee details and leave dates.
3. Submit the form to your manager for approval.
4. Manager reviews and provides approval or feedback.

## Download

[Click here to download the customizable unpaid leave application Excel template](#)